



## **REQUEST FOR PROPOSAL TO PROVIDE TEAM-BUILDING SERVICES**

The Treasury and Financial departments of the Eastern and Southern African Trade and Development Bank (“**TDB**”), comprising approximately 17 people, is due to hold a team building retreat on 18<sup>th</sup> of November 2017 at a suitable venue in Naivasha, Kenya to be arranged by TDB. The team intends to travel on 17<sup>th</sup> of November and Travel back to Nairobi on 19<sup>th</sup> of November 2017.

### **Main Goal**

The main goal of the retreat is to prepare the team ahead of the launch of the new 5-year strategic plan (2018-2022) of the Bank. The objective is to have a team that fully adheres to and is ready to operationalize the new strategic orientation of the Bank, as the institution is moving to the next level of achieving inclusive and sustainable growth in the region.

The Department recognizes that to contribute to the realization of such a strategic plan over the next 5 years, the team will, among other things, need to:

- a) Strengthen the synergy and collaboration within the team and the organization;
- b) Expand our capacity to see things from different perspectives;
- c) Strengthen our shared understanding of the bank’s, and thereafter our department’s, vision and mission;

One of the components of this strategic retreat is teambuilding, which requires an external service provider to join the Treasury team at the venue to be advised by HRA, Kenya on one day of the 2-day retreat, and facilitate the teambuilding.

### **Request for Proposal (RfP)**

Accordingly, interested suppliers are invited and requested to submit a proposal to TDB to provide the above-mentioned teambuilding facilitation, subject to the following requirements / conditions:

- 1) The proposal should include a suggested theme for the teambuilding activities that is aligned to, and that reinforces, the Main Goal set out above;
- 2) The proposed teambuilding activities should be outdoor based and should be organized being general outdoor group teambuilding activities that everyone will participate in and that align and resonate with the suggested theme;
- 3) All the proposed teambuilding activities should be designed so that collectively, they can be completed by a group of 17 people within 1 full working day (8am to 5pm, including lunch and breaks);
- 4) The background and experience of the proposed facilitator(s) should be provided;
- 5) At least 1 (one) client testimonial from the interested supplier, with the client's contact details, should be provided;
- 6) The proposal should include a designated contact person, and their contact details, for all future communication in relation to this Request for Proposal and the delivery of the teambuilding services (should the interested supplier be successful);
- 7) The quoted price should be in Kenya Shillings or USD, with VAT being reflected separately from the interested supplier's fees / charges, and should be all-inclusive, with all tools & supplies that the interested supplier requires being included in the pricing, and with no additional fees / charges to be determined or levied later;
- 8) The successful service provider shall not be able to recover (i) expenditure incurred prior to the date of signature of contract, or (ii) any amounts outside the all-inclusive quoted fee;
- 9) Fees / costs shall be paid subject to receipt of duly issued and signed invoices.

Proposals should be dated and signed, be provided electronically in Microsoft Word or Adobe Acrobat format, and should be sent via email to Mr. Robert Otieno at [Robert.Otieno@tdbgroup.org](mailto:Robert.Otieno@tdbgroup.org) for receipt by no later than 1700 hours Nairobi Time on Wednesday 23<sup>rd</sup> of October 2017.

This RfP is subject to TDB's Procurement Policy and TDB reserves the right to reject any proposal that is not in the abovementioned email mailbox by this deadline.

Only the successful interested supplier shall be contacted for further negotiations towards agreement. It is anticipated that the successful interested supplier shall be contacted by Tuesday 31<sup>st</sup> of October 2017.